1. Upon approval, your project will expire on the date given by the IRB. You will receive an automatically generated email reminder from IRBNet when this date is approaching to allow you time to renew your project if necessary.

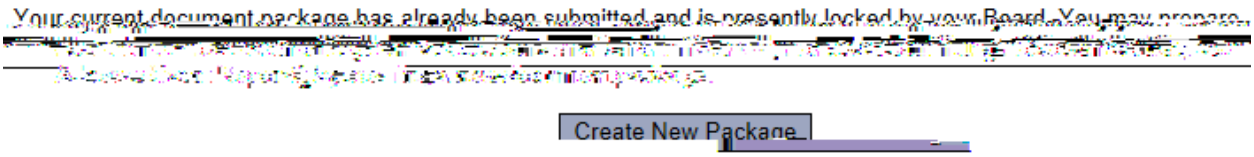
2. Login to www.irbnet.org using your username and password.

3. Select **My Projects** on the left side of the screen.

4.

5. You will be taken to this screen, click on the **Project History** tab.

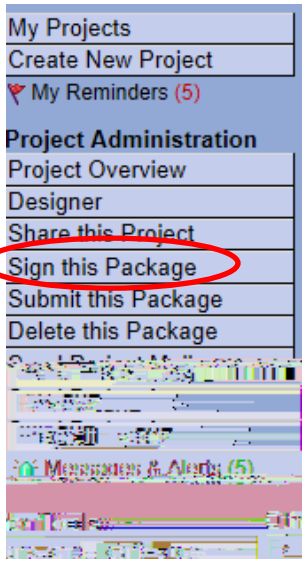
6. Click **Create New Package** at the bottom of the page.



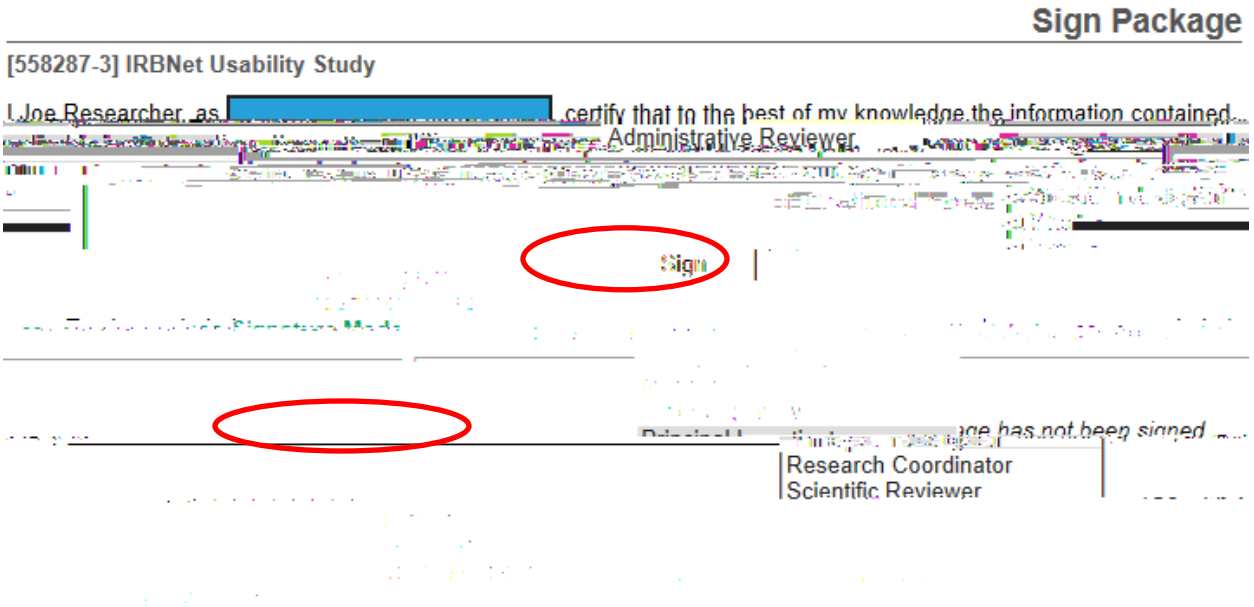
7. **Work in Progress (Not Submitted)** will appear, click this to be taken to the **Designer** page.

10. Name the document and finish by clicking **Attach**. This will take you back to the **Designer** page where you can add more supporting documents if necessary.

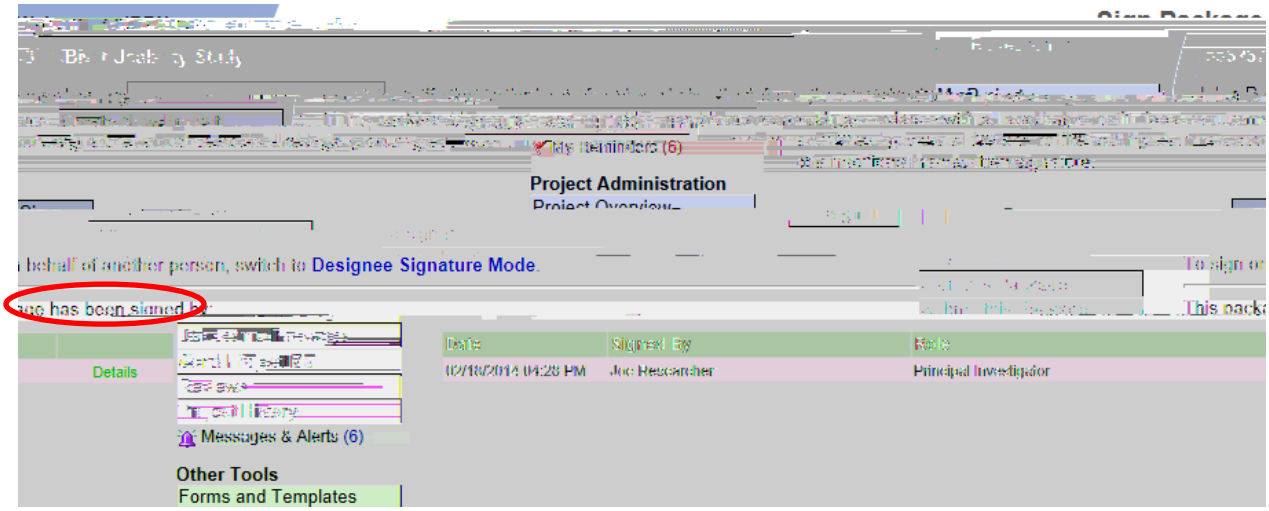
11. When all necessary documents have been uploaded, click **Sign this Package** on the left hand side of the screen.



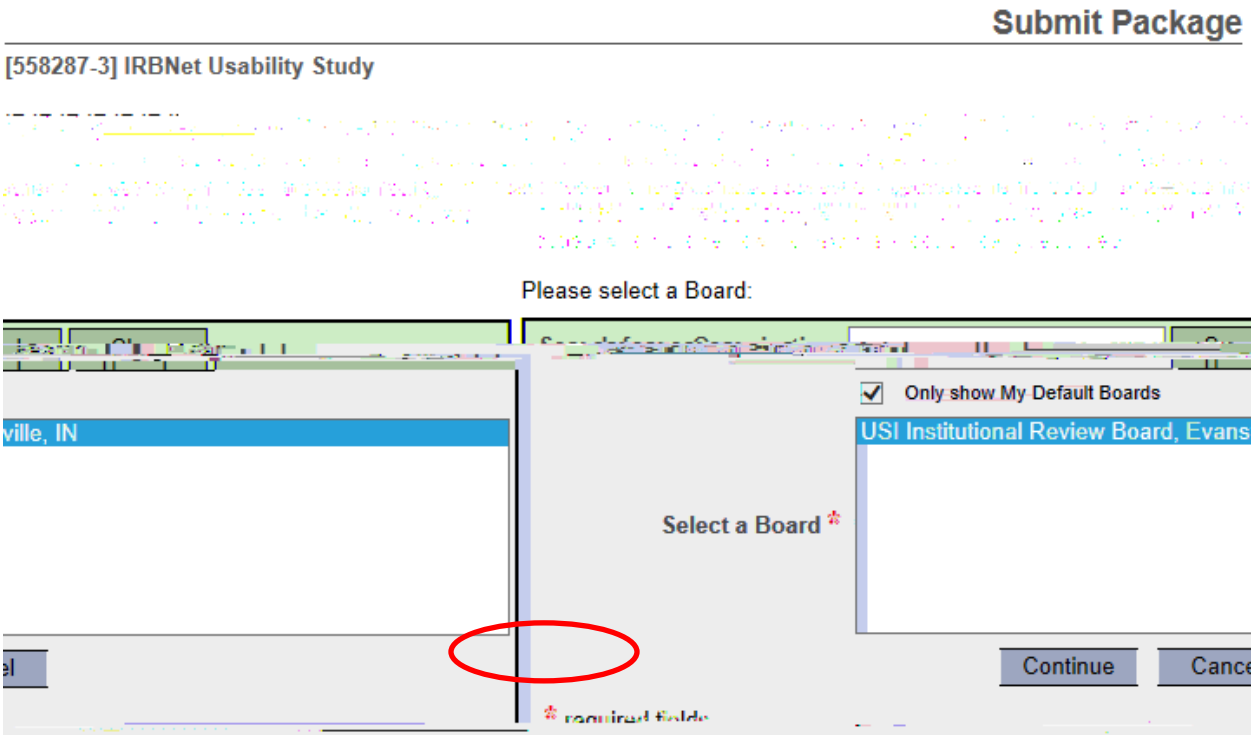
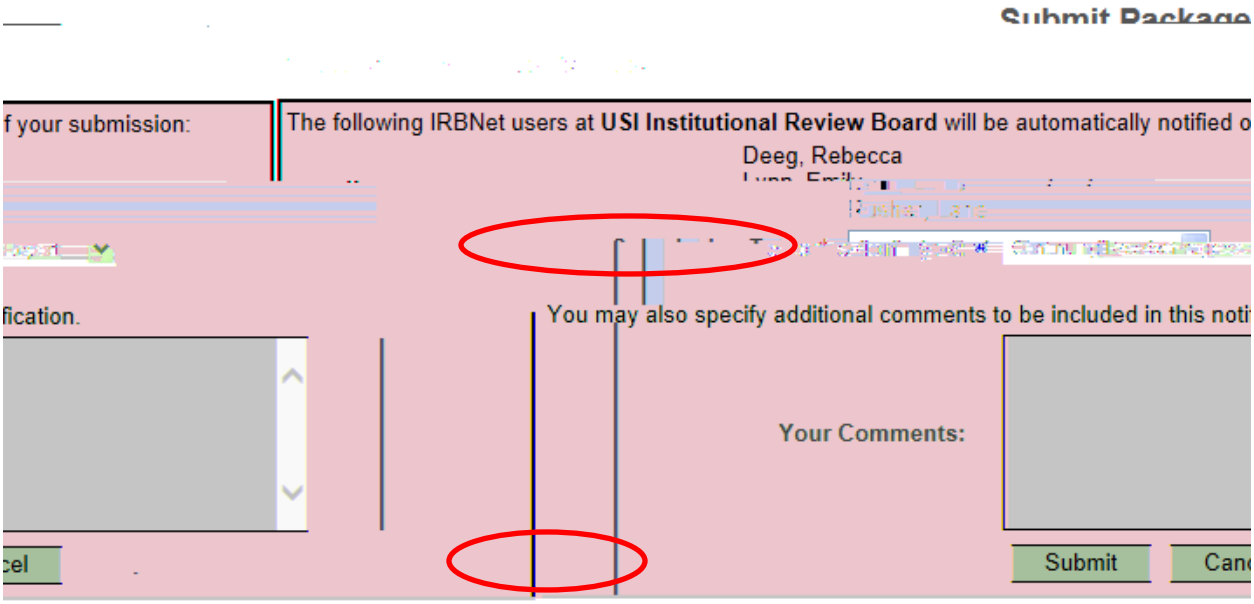
12. At the **Sign Package Screen**, indicate your project role and click **Sign**.



13. Once signed, click **Submit this Package** on the left hand side of the screen.



14. Make sure **USI Institutional Review Board** is selected and click **Continue**.



15. Select **Continuing Review/Progress Report** from the drop-down box and click **Submit**.